

SAMPLE CHECKLIST FOR PRE-OPERATION OF FORKLIFTS

This checklist provides the basic requirements for pre-operation of forklifts. Should a "No" be recorded for any of the below checklist items, state the condition(s) and its respective corrective actions in the "Remarks" column. This checklist is non-exhaustive and users are recommended to make the necessary customisation to suit your work processes and conditions at the workplace.

S/N	Items		Remarks
A. Fluid Level			
1	The following fluid level is within manufacturers' specifications:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(a) Battery water level;	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(b) Fuel level;	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(c) Engine oil level;	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(d) Radiator water level;	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(e) Transmission oil level;	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(f) Hydraulic fluid level; and	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(g) Brake fluid level.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
B. Lights			
2	The following lights are in good working condition:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(a) Headlights (high beam)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(b) Reverse indicator	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(c) Brake indicator	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(d) Hazard lights	<input type="checkbox"/> Yes <input type="checkbox"/> No	
C. Adjustments to suit operator's view			
3	The following adjustments are made to suit the operator's view:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(a) Driver seat	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(b) Rear view mirror	<input type="checkbox"/> Yes <input type="checkbox"/> No	
E. Brakes			
4	Foot brake is able to hold and stop the forklift smoothly.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5	Parking brake is able to hold the forklift when parked.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
D. Tyres			
6	Tyres are inflated and free of excessive wear or damage.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

7	Tyre nuts are tight.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8	Tyres have adequate thread.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
B. Lift or lower system			
9	Controls of the lift or lower system are able to move freely.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10	Lift or lower system is able to return to neutral when released.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
F. Others			
11	The battery connecting terminals are tight and free of exterior defects.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
12	Battery covers and guarding over other hazardous parts are in place and secured.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
13	There are no visible signs of leakage (e.g., oil, water).	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14	Operator's seat is free of visible defects.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
15	Ensure the following is in good working condition:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(a) Rear view mirror	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(b) Seat belt	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(c) Mast or forks	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(d) Fan belt	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(e) Lifting chain	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(f) Lifting hose	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(g) Limit switches	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(h) Hour meter gauge and other gauges on the instrument panel	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(i) Battery charge or discharge indicator	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(j) Horn	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(k) Hydraulic control lever	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	(l) Reverse warning buzzer	<input type="checkbox"/> Yes <input type="checkbox"/> No	
(m) Backup alarm	<input type="checkbox"/> Yes <input type="checkbox"/> No		